

# Quotation Request //

## US Government Printing Office

Agency Publishing Services  
732 North Capitol Street, NW  
Washington DC 20401-0001

**JACKET:351-720 R-1**

### Quotations are Due By:

(Eastern Time) 10:00 AM on 02/26/2009

Submit Fax Quotes to: 00000000

**Contractors must provide mandatory taxpayer information before GPO makes payment.**

**Please see special notice on <http://contractorconnect.gpo.gov/>.**

**TITLE:** Commander's Guide To Environmental Management

**QUANTITY:** 2589 Spiral (Coil) Bound Publications w/Laminated Covers; plus 13 QARC's

----- (Mailing Distribution Required) -----

\*\*\*\*\*SUBMIT FAX QUOTE TO 202-512-1612\*\*\*\*\*

**TRIM SIZE:** 5-1/2 x 8-1/2", bind on 8-1/2" dimension.

**PAGES:** 56 plus separate 2-piece cover

### **SCHEDULE:**

Furnished Material will be available for pickup by 02/26/2009

Ship partial 2200 copies by 03/16/2009

Deliver complete (to arrive at destination) by 03/17/2009

F.O.B. destination and F.O.B. contractor's city/origin - See Below

F.O.B. Contractor's City -- By March 16, 2009, Contractor must mail 2,200 copies via Reimbursable (contractor must prepay) First Class Mail in accordance with the 24 addresses provided on the furnished Distribution CD-R. Note: The distribution includes three addresses for a total of 160 copies which are APO/FPO designations and one foreign address designation for a total of 20 copies. See breakdown under "Distribution" herein.

F.O.B. Destination -- By March 17, 2009, Contractor must DELIVER 389 copies to three addresses as indicated under "Distribution" herein.

**QUALITY LEVEL:** 2 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

### **DESCRIPTION:**

**RESTRICTION ON LOCATION OF PRODUCTION FACILITIES:** All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 50-mile radius of zero milestone, Washington, DC.

**WARNING:** Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

**PRINTING:** Covers 1 thru 4 print with type/line/illustration matter in builds of the four process inks (full coverage all sides uncommon bleed on Covers 1 and 4) with some type/line matter reversed out to appear white. Text prints head to head throughout with type/line/illustration matter in builds of the four process inks and is paginated i, ii, 1 thru 54, no blanks.

**LAMINATION OF COVERS 1 THRU 4 ONLY:** Laminate the entire surface, after printing, with polyesters (such as polyethylene terephthalate), polypropylene, vinyl or cellulose acetate, having a thickness in the range of .0005" to .0010". The laminated product must have no distortion of the printed matter and must remain clear and legible.

**NOTE:** Contractor to match sample furnished for actual total thickness of covers with lamination.

**PRESS SHEET INSPECTION:** Call (202) 512-1162, between the hours of 8:00 a.m. and 2:00 p.m., prevailing eastern time, with 3 workdays notice.

Press sheets will be inspected at the contractor's plant for quality conformance. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain one color bar for each color placed parallel to the proofer's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, 75%; dot gain scale (GATF, BRUNNER, or GRETAG); and gray balance patches for process color, repeated across the entire press sheet. The density must be constant across the full width of the sheet with deviations not to exceed plus or minus 5%. For viewing of the press sheets, the contractor must provide a densitometer and controlled lighting using overhead viewing lights with 5000 degree Kelvin lumination.

**NOTE:** Must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

**PRIVACY ACT NOTIFICATION:** This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

-----PRIVACY ACT-----

(a) The contractor agrees:

(1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract

which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

(1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

(2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

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**MATERIAL FURNISHED:** Contractor to pickup at GPO. .

One CD-R processed on a Macintosh platform with system 10.4.6 using QuarkXPress 6 (Mac) and Photoshop 7 in native application and PDF formats. A complete set of full color composite laser visuals (imposed 2-on) to be used as a general guide. A full color composite printer's dummy. A sample from a similar printing to be followed for general style and lamination of covers.

One password protected CD-R containing 24 Microsoft Excel addresses for the mailing of a total of 2,200 copies to 24 addresses. Call Joe Ann Lovett at (703)614-4816 for the password. Note: Addresses are in ZIP Code sequence. These are all to be considered as US Postal Service addresses; contractor must NOT ship via UPS or FedEx.

Contractor to create a return address to be used on all mailing labels using the following information:

Department of the Navy (ARDE)  
HQ USMC  
3000 Marine Corps Pentagon  
Washington, DC 20350-3000

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order  
**TEXT:** JCP Code\* A182, White No. 2 Coated Text, Gloss-Finish, Basis Size 25 X 38", 100 lbs per 500 sheets. All text paper used in each copy must be of a uniform shade.

**COVER:** JCP Code\* L12, White No. 2 Coated Cover, Gloss-Finish, Basis Size 20 X 26", 100 lbs per 500 sheets.

Note: Contractor is encouraged to use recycled paper stock and environmentally friendly inks, where possible.

**COLOR OF INK:**

Covers and Text: CMYK

**PRINT PAGE:** Head to Head

**MARGINS:**

Inadequate gripper margins for Covers 1 and 4; bleed all sides uncommon. Adequate gripper margins for balance of publication. Follow furnished electronic file output.

**PROOFS:**

Two sets of Digital color content proofs for entire publication. At contractor's option, a film-based composite blueline may be submitted (For Level 1 & 2, add: provided direct to plate is used to produce the final product.) Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

PLUS--

One set of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 dpi for entire publication. At contractor's option, a film-based composite laminated color proof on the actual production stock may be submitted provided direct to plate is used to produce the final product. The make and model number of the proofing system utilized shall be furnished with the proofs.

These proofs must have all elements in press configuration and must indicate margins. Proofs will be used for color match on press and must show dot structure. Inkjet, photographic, and overlay proofs are not acceptable. The proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16" x 3/16" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

Send proofs and a copy of the purchase order together with the furnished media (copy, transparencies,

electronic files) directly to: CMC/HQMC/ARDE, Attn: Joe Ann Lovett (703-614-4816), 2 Navy Annex, Room 1209, 1301 Southgate Rd., Arlington, VA 22214.

Contractor must call GPO Contract Compliance Section at 1-800-424-9470, or e-mail information to [compliance@gpo.gov](mailto:compliance@gpo.gov) immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department.

Proofs will be withheld not more than 3 workdays from receipt in the department to when they are made available for pickup at the department. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".**

**BINDING:**

Trim covers and text four sides. Collate all elements, punch suitably and install DARK GREEN OR BLUE Plastic coil binding material of suitable capacity (leaves must turn freely) on left 8-1/2" dimension.

**PACKING:**

For Mailed Copies -- Pack suitable uniform quantities in jiffy bags, envelopes, or shipping containers suitable for mailing. See quantity breakdown under "Distribution" herein.

For Freight Copies -- Pack suitable uniform quantities in shipping containers

**DISTRIBUTION:**

-----F.O.B. Contractor's City - Mail the following By March 16, 2009-----

Note: These are all US Postal Service addresses; contractor must NOT ship via UPS or FedEx.

Mail 2,200 copies via Reimbursable (contractor must prepay) "First Class" mail rate to 24 addresses. Must be sorted and prepared in packages and sacks as prescribed in the appropriate U.S. Postal Service manual. Quantities with number of destinations in parentheses are as follows: 20(8); 40(7); 100(3); 120(1); 200(1); 250(2); 300(1); and 340(1). Note: The distribution includes three addresses for a total of 160 copies which are APO/FPO designations and one foreign address designation for a total of 20 copies.

Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing. All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

In addition, the appropriate Postal form must be completed to include the number of pieces, weights, postal charges, class of mail, signed and verified by the entry post office. Copies of this documentation must be forwarded within five (5) days after mailing to the following address:

CMC/HQMC/ARDE, Attn: Joe Ann Lovett (703-614-4816), 2 Navy Annex, Room 1209, 1301 Southgate Rd., Arlington, VA 22214.

Mail 5 sample copies and all furnished materials to: CMC/HQMC/ARDE, Attn: Joe Ann Lovett (703-614-4816), 2 Navy Annex, Room 1209, 1301 Southgate Rd., Arlington, VA 22214.

-----F.O.B. Destination - Deliver the following By March 17, 2009-----

Deliver 15 copies, marked "File Copies" to: Library of Congress, Madison Building, Anglo-American Acquisition Division, Government Documents Section, C Street (between 1st & 2nd), SE, Washington, DC 20540.

Deliver 299 copies marked "Depository Copies, Item 0384-A11" to: U. S. Government Printing Office, Depository Receiving Section, 44 H Street, NW Loading Dock, Washington, DC 20401. Any cartons containing "Depository Copies", that are mailed to the GPO's Depository Receiving Section must be clearly marked to indicate the total number of cartons in the mailing. For example: 1 of 3; 2 of 3; 3 of 3.

Deliver 75 copies marked "Attn: Foreign Exchange (IES)" to: U.S. Government Printing Office, Depository Receiving Section, 44 H Street, NW Loading Dock, Washington, DC 20401. Full quantities must be received.

**QUALITY ASSURANCE RANDOM COPIES:** The contractor will be required to a statement furnished by GPO certifying that copies were selected as directed. Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

**QUALITY ASSURANCE STANDARDS:** The following standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level 1.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

-----ATTRIBUTES-----	-----Specified Standard-----
P-7. Type Quality and Uniformity-----	OK Press Sheets-----
P-10. Process Color Match-----	OK Press Sheets-----

**Special Instructions:** In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. OK Proofs, Furnished electronic media
- P-10. OK Proofs

"DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions."

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